

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/26/2013		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Thomas Armitage	
3. ORDER NO. 0021		4. REQUISITION/REFERENCE NO. PR-OA-14-00018			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue, NW MC 1400R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Thomas Armitage Max Expire Date: 01/31/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$103,063.20
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$103,063.20
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF
AMERICA BY (Signature)

23. NAME (Typed)
Christine Edwards
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 11/26/2013	CONTRACT NO. EP-W-11-051	ORDER NO. 0021
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 13-14-B-11T-ZZZMG5-2584-MM111101--1411T31031 -001 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MM111101 DCN - Line ID: 1411T31031-001 Period of Performance: 11/26/2013 to 01/31/2014					
0001	SAB Connectivity Panel Meeting December 16-18, 2013	1	EA	103,063.20	103,063.20	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$103,063.20

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 21

Title: SAB Connectivity Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB Connectivity Panel including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: Date of Award through January 31, 2013

Meeting Location: Washington, DC

Administrative Meeting: December 16, 2013, 7:45 am – 8:45 am

Public Meeting Dates/Time December 16, 2013, 9:00 am – 5:30 pm
December 17, 2013, 8:30 am – 5:30 pm
December 18, 2013, 8:30 am – 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Thomas Armitage, COR, 202-564-2155
Christine Edwards, CO, 202-564-2182

Task 1: Secure Meeting Facility

1. EPA is holding space at **The Washington Plaza Hotel in Washington, DC.** The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 30 advisory members and approximately 150 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro

- EQ/Processor
 - 16 microphones
 - Microphone controllers
 - 9 Extension Cords/power strips
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
 - Equipment to provide a non-interactive webcast that will be broadcast on the internet. The contractor should provide two cameras facing diagonally outwards from the projection screen towards the panel, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should also include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at <http://www.epa.gov/sab> in advance of the meeting.
3. The contractor shall procure wireless internet access for 30 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

4. The contractor shall provide technical support to organize and categorize public comments received by EPA's Docket for the SAB's "Panel for the Review of EPA's Water Body Connectivity Report" by developing or using an existing database to extract, compile, and categorize comments received in the Federal docket. The contractor shall provide SABSO with a table that summarizes the comments according to two issue areas identified by SABSO staff and which has embedded hotlinks to the submitted comments to facilitate further review of the comments by SAB panelists; see attachment for mock-up of the desired Table format for delivery as the major product of this SOW. During the comment period, the comment categorization must be updated daily. The final Draft Table must be completed and delivered to SABSO by Nov. 29, 2013 and the final Table by Jan. 8, 2014 in accordance with Attachment 1 and Example Table 1.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop the progress report for EPA.
4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 19	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 12/13/2013		4. REQUISITION/PURCHASE REQ. NO. PR-OA-14-00027	
6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) HPOD		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0021	
				10B. DATED (SEE ITEM 13) 11/26/2013	
CODE	(b)(4)	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$1,444.57
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
The purpose of this Amendment NO. 1, is to increase Audio Visual Equipment and add one additional AV Technician
TOPO: Thomas Armitage Max Expire Date: 03/31/2014
LIST OF CHANGES:
Reason for Modification : Funding Only Action
Total Amount for this Modification: \$1,444.57

New Total Amount for this Award: \$104,507.77
Obligated Amount for this Modification: \$1,444.57
New Total Obligated Amount for this Award: \$104,507.77
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Naomi Jones	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0021/001

PAGE

OF

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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Project Title changed to : Increase Audio Visual Equipment & add One additional AV Technician Buyer changed From: Christine Edwards</p> <p>To: Naomi Jones Contracting Officer changed From: Christine Edwards</p> <p>To: Naomi Jones</p> <p>Total Amount changed from \$103,063.20 to \$104,507.77 Obligated Amount for this modification: \$1,444.57</p> <p>End Date: 03/31/2014</p> <p>CHANGES FOR ACCOUNTING CODE: 13-14-B-11T-ZZZMG5-2584-MM111101--1411T31031-001</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-11T-ZZZMG5-2504---1411T41001-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 11T Program (PRC) ZZZMG5 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 1411T41001-001</p> <p>Amount: \$1,444.57</p> <p>Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0021/001

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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 03/31/2014 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA Period of Performance: 11/26/2013 to 03/31/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 18	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0021	
						10B. DATED (SEE ITEM 13) 11/26/2013	
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4 (c) Changes
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Thomas Armitage Max Expire Date: 06/30/2014

LIST OF CHANGES:

The purpose of this modification is to extend the period of performance through June 30, 2014 to allow for additional time to complete work under Task 2.4 of the original statement of work.


Period of Performance End Date changed from 2014-03-31 to 2014-06-30

CHANGES FOR LINE ITEM NUMBER: 1

End Date changed from 2014-03-31 to 2014-06-30

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Christine Edwards	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. ELECTRONIC SIGNATURE 	16C. DATE SIGNED 07/01/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0021/002

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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 03/31/2014 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA Period of Performance: 11/26/2013 to 06/30/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 18	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 06/30/2014		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0021	
						10B. DATED (SEE ITEM 13) 11/26/2013	
CODE		(b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4 (c) Changes
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Thomas Armitage Max Expire Date: 06/30/2014

The purpose of this modification is to extend the period of performance through September 30, 2014 to allow for additional time to complete work under Task 2.4 of the original statement of work.

Period Of Performance End Date changed from 2014-06-30 to 2014-09-30

Delivery: 03/31/2014


Delivery Location Code: HPOD RRB

HPOD RRB

US Environmental Protection Agency

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Christine Edwards	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. SIGNATURE 	16C. DATE SIGNED 07/01/2014

NAME OF OFFEROR OR CONTRACTOR
 ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA Period of Performance: 11/26/2013 to 09/30/2014				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/25/2013		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Angela Nugent	
3. ORDER NO. 0022		4. REQUISITION/REFERENCE NO. PR-OA-14-00016			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue, NW MC 1400R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 11/25/2013	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Angela Nugent Max Expire Date: 01/15/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO: a. NAME RTP Finance Center						
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						17(i) GRAND TOTAL
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF
AMERICA BY (Signature)

23. NAME (Typed)
Christine Edwards
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 11/25/2013	CONTRACT NO. EP-W-11-051	ORDER NO. 0022
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 13-14-B-11T-ZZZMG5-2584-MS111101--1411T31030 -001 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111101 DCN - Line ID: 1411T31030-001 Period of Performance: 11/25/2013 to 01/15/2014					
0001	Chartered SAB Meeting December 4-5, 2013	1	EA	28,927.13	28,927.13	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$28,927.13

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 22

Title: Chartered Science Advisory Board (SAB) Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the chartered SAB including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through January 15, 2014

Meeting Location: Washington, DC

Administrative Meeting: December 04, 2013, 8:00 am – 10:00 am

Public Meeting Dates/Time December 04, 2013, 10:30 am – 6:00 pm
December 05, 2013, 8:30 am – 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Angela Nugent, COR, 202-564-2218
Christine Edwards, CO, 202-564-2182

Task 1: Secure Meeting Facility

1. The EPA is holding space at **The Washington Plaza Hotel in Washington, DC**. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 40 advisory members and approximately 80 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor

- 20 microphones
 - Microphone controllers
 - 10 Extension Cords/power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 40 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.
 5. The contractor shall ensure that the meeting space is available for set up no later than 3:00 p.m. on December 3, 2013.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange a meeting with the COR and hotel representatives on the afternoon of December 3, 2013, so that the conference room will be completely set up according to the COR's specifications. The contractor shall include AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and be responsible for making sure that all presentations are projected on the screen. The AV personnel are required to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. One person shall be in attendance in the meeting room to assist the COR with logistics during the meeting. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting. The contractor shall provide this file at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. One member of the onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice
3. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/16/2014		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisha Fisher (202) 564-2122	
3. ORDER NO. 0023		4. REQUISITION/REFERENCE NO. PR-OA-14-00032			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue, NW	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN				e. STATE VA	f. ZIP CODE 221022203
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 02/28/2014	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) IGF::CT::IGF To provide logistical and administrative support in accordance with Task Order No. 23 TOPO: AFISHER Max Expire Date: 02/28/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$30,290.68
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$30,290.68
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Naomi Jones
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/16/2014	CONTRACT NO. EP-W-11-051	ORDER NO. 0023
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 13-14-B-11T-ZZZMG5-2584-MS111103--1411T31037 -001 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111103 DCN - Line ID: 1411T31037-001 Period of Performance: 12/19/2013 to 02/28/2014</p> <p>IGF::CT:: IGF Provide Logistical and Administrative Support in accordance with Task Order No. 23</p> <p>IGF::CT::IGF Provide Logistical and Administrative Support in accordance with Task Order No. 23</p> <p>The obligated amount of award: \$30,290.68. The total for this award is shown in box 17(i).</p>				30,290.68	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$30,290.68

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 23

Title: Environmental Justice Technical Guidance Review Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB Environmental Justice Technical Guidance Review Panel Meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through February 28, 2013

Meeting Location: Arlington, VA

Public Meeting Dates/Time January 30, 2013, 9:00 am – 5:00 pm
January 31, 2013, 9:00 am – 4:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Sue Shallal, COR, 202-564-2057
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at the **Residence Inn by Marriott Arlington Capitol View Arlington, VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 20 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones
 - Microphone controllers

- 6 Extension Cords/power strips
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making

sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.

3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues.

The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 1. Review and submit final meeting facilities invoice.
 2. Review and pay the final A/V invoice.
 3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 15

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/07/2014		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisha Fisher (202) 564-2122	
3. ORDER NO. 0024		4. REQUISITION/REFERENCE NO. PR-OA-14-00039			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency USEPA Ronald Reagan Bldg. (RRB) 1300 Pennsylvania Avenue, NW	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/24/2014	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) IGF::CT::IGF To provide administrative and Logistical support to SAB IRIS Ammonia Review Panel Meeting TOPO: SShallal Max Expire Date: 03/24/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$24,550.75
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$24,550.75
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Naomi Jones
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/07/2014	CONTRACT NO. EP-W-11-051	ORDER NO. 0024
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 14-15-B-11T-ZZZMG5-2584-MS111106--1411T41004 -001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111106 DCN - Line ID: 1411T41004-001 Period of Performance: 02/07/2014 to 03/24/2014</p> <p>IGF::CT::IGF To provide administrative and Logistical Support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24</p> <p>To provide administrative and logistical support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24.</p> <p>IGF::CT::IGF To provide administrative and Logistical Support to the SAB IRIS Ammonia Review Panel Meeting in accordance with Task Order 24</p> <p>The obligated amount of award: \$24,550.75. The total for this award is shown in box 17(i).</p>				24,550.75	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$24,550.75

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 24

Title: Integrated Risk Information System (IRIS) – Ammonia

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB Integrated Risk Information System (IRIS) – Ammonia Review Panel Meeting including (a) securing meeting facilities and; (b) providing pre-meeting, post-meeting and onsite logistics support. PLEASE NOTE: this task will occur in conjunction with Task Order 25 as the registration table and hotel space will be shared for both Task Order 24 IRIS - Ammonia & Task Order 25 IRIS-Trimethylbenzenes. Some aspects of both SAB meetings (TO 24 & 25) will occur simultaneously and therefore the contractor shall make the necessary accommodations for lodging, per diem, pre-meeting and on-site support based on shared hotel meeting space for both meetings.

Period of Performance: The date of the award through March 24, 2014

Meeting Location: Arlington, VA

Administrative Meeting: February 18, 2014, 7:30 am - 8:30 am

Public Meeting Dates/Time February 18, 2014, 8:30 am – 5:30 pm
February 20, 2014, 8:30 am – 5:30 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Sue Shallal, COR, 202-564-2057
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding meeting space at the **Crown Plaza Hotel in Arlington, VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 22 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:

- Large Flatfold screen
 - Flatfold screen dress kit
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 Wired table microphones
 - 1 Wireless microphone
 - Microphone controllers
 - 1 Microphone Snake
 - 6 Extension Cords/power strips
 - 4 Powered Speakers
 - 1 Getner Telephone Interface
 - 1 Phone Line
 - 1 LCD projector
 - 1 Printer
 - 1 Laser Pointer
 - 1 Speaker Timer
 - 1 Wireless Presentation Mouse
 - 2 Laptops w/show files
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the Project Officer and/or COR:

1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.

3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting. The contractor shall confirm the meeting space set-up accommodations of 4:00 PM on February 17, 2014 with the Crown Plaza Hotel.
4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide three personnel to be on-site (1 Project Manager, 1 Meeting Planner and 2 Junior Coordinator) for the entire duration of the 3 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
001		02/12/2014		5. PROJECT NO. (If applicable)	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)	
HPOD		HPOD		CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0024	
				10B. DATED (SEE ITEM 13) 02/07/2014	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

IGF::CT::IGF The purpose of this Modification is to notify the Contractor, Endyna Inc., that Task Order No. 24 IRIS- Ammonia Review, with the period of performance of February 18- March 24, 2014, has been postponed to a future date to be (determined TBD).

TOPO: SShallal Max Expire Date: 03/24/2014

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Naomi Jones	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0024/001

PAGE OF

2

3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 02/07/2014 to 03/24/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
002		07/09/2014		PR-OA-14-00101			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD							
US Environmental Protection Agency							
Ariel Rios Building							
1200 Pennsylvania Avenue, N. W.							
Mail Code: 3803R							
Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
ENDYNA INC							
1345 LANCIA DRIVE				9B. DATED (SEE ITEM 11)			
MCLEAN VA 221022203							
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-11-051			
				0024			
				10B. DATED (SEE ITEM 13)			
				02/07/2014			
CODE		(b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$10,754.43

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement by Both Parties

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

IGF::CT::IGF The purpose of this Modification No. 2, is to increase Task Order 24, from \$24,550.75 by \$10,754.43 to \$35.305.18, per changes in the dates of the Integrated Risk Information System (IRIS)- Ammonia Review Panel Meeting fom July 14-16,2014.

TOPO: SShallal Max Expire Date: 08/29/2014

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Period Of Performance Start Date:07/09/2014

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Naomi Jones	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. DATE SIGNED	16C. DATE SIGNED
(Signature of person authorized to sign)		ELECTRONIC SIGNATURE	07/10/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0024/002

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002	<p>Period Of Performance End Date changed from 2014-03-24 00:00:00 to 2014-08-29 00:00:00 Total Amount for this Modification: \$10,754.43 New Total Amount for this Version: \$10,754.43 New Total Amount for this Award: \$35,305.18 Obligated Amount for this Modification: \$10,754.43 New Total Obligated Amount for this Award: \$35,305.18 Maximum Potential Expiration Date changed to : 08/29/2014 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/09/2014 to 08/29/2014</p> <p>Delivery: 07/14/2014 Accounting Info: 14-15-B-11T-ZZZMG5-2584-MS111106-1411T41030-1 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111106 DCN - Line ID: 1411T41030-1 Funding Flag: Complete Funded: \$10,754.43</p>				10,754.43

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES


1 24

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/07/2014		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher (202)564-2122	
3. ORDER NO. 25		4. REQUISITION/REFERENCE NO. PR-OA-14-00040			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue, NW	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN				e. STATE VA	f. ZIP CODE 221022203
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/24/2014	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) IGF::OT::IGF:: Logistical and Administrative Suppport for Integrated Risk Information System (IRIS) Trimethylbenzens TOPO: TCARPENTER Max Expire Date: 03/24/2014 Continued ...					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages) 
	21. MAIL INVOICE TO:				\$37,876.47	
	a. NAME RTP Finance Center					\$37,876.47
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive					
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Naomi Jones
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/07/2014	CONTRACT NO. EP-W-11-051	ORDER NO. 25
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 02/10/2014 to 03/24/2014</p> <p>IGF::OT::IGF Logistical and Administrative Support for EPA's Integrated Risk Information System (IRIS)- Trimethylbenzenes</p> <p>To provide administrative and logistical support to the SAB IRIS Trimethylbenzenes Review Panel Meeting.</p> <p>Accounting Info: 14-15-B-11T-ZZZMG5-2584-1411T41003-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111105 DCN - Line ID: 1411T41003-001 Funding Flag: Complete Funded: \$37,876.47</p> <p>IGF::OT::IGF Logistical and Administrative Support for EPA'S Integrated Risk Information System (IRIS)-Trimethylbenzenes</p> <p>The obligated amount of award: \$37,876.47. The total for this award is shown in box 17(i).</p>				37,876.47	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$37,876.47

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 25

Title: Integrated Risk Information System (IRIS) – Trimethylbenzenes

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB Integrated Risk Information System (IRIS) – Trimethylbenzenes Review Panel Meeting including (a) securing meeting facilities and; (b) providing pre-meeting, post-meeting and onsite logistics support. PLEASE NOTE: this task will occur in conjunction with Task Order 24 as the registration table and hotel space will be shared for both Task Order 24 IRIS - Ammonia & Task Order 25 IRIS-Trimethylbenzenes. Some aspects of both SAB meetings (TO 24 & 25) will occur simultaneously and therefore the contractor shall make the necessary accommodations for lodging, per diem, pre-meeting and on-site support based on shared hotel meeting space for both meetings.

Period of Performance: The date of the award through March 24, 2014

Meeting Location: Arlington, VA

Administrative Meeting: February 18, 2014, 7:30 am - 8:30 am

Public Meeting Dates/Time February 18, 2014, 8:30 am – 5:30 pm
February 20, 2014, 8:30 am – 5:30 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Thomas Carpenter, COR, 202-564-4885
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding meeting space at the **Crown Plaza Hotel in Arlington, VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 22 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:

- Large Flatfold screen
 - Flatfold screen dress kit
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 wired table microphones
 - 1 wireless microphone
 - Microphone controllers
 - 1 Microphone Snake
 - 6 Extension Cords/power strips
 - 4 Powered Speakers
 - 1 Getner Telephone Interface
 - 1 Phone Line
 - 1 LCD projector
 - 1 Printer
 - 1 Laser Pointer
 - 1 Speaker Timer
 - 1 Wireless Presentation Mouse
 - 2 Laptops w/show files
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the Project Officer and/or COR:

1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.

3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting. The contractor shall confirm the meeting space set-up accommodations of 4:00 PM on February 17, 2014 with the Crown Plaza Hotel.
4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide three personnel to be on-site (1 Project Manager, 1 Meeting Planner and 2 Junior Coordinator) for the entire duration of the 3 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 02/12/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 25 10B. DATED (SEE ITEM 13) 02/07/2014	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
IGF::OT::IGF:: The purpose of this Modification is to notify the Contractor, Endyna, Inc., that Task Order No. 25, for Logistical and Administrative Support for Integrated Risk Information System (IRIS) Trimethylbenzens, period of performance of February 18- March 24, 2014, has been postponed to a future date to be determined (TBD)
TOPO: TCARPENTER Max Expire Date: 03/24/2014

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Naomi Jones	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/25/001

PAGE OF

2

3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 02/10/2014 to 03/24/2014				

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 25 Amendment 001

Title: Integrated Risk Information System (IRIS) – Trimethylbenzenes

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB Integrated Risk Information System (IRIS) – Trimethylbenzenes Review Panel Meeting including (a) securing meeting facilities and; (b) providing pre-meeting, post-meeting and onsite logistics support. PLEASE NOTE: this task WILL NOT occur in conjunction with Task Order 24 as the registration table and hotel space WILL NOT be shared for both Task Order 24 IRIS - Ammonia & Task Order 25 IRIS-Trimethylbenzenes.

Period of Performance: The date of the award through July 31, 2014

Meeting Location: Arlington, VA

Administrative Meeting: June 17, 2014, 8:00 am - 8:30 am

Public Meeting Dates/Time June 17, 2014, 9:00 am -12:00 pm (IRIS Process)
June 17, 2014, 1:30 pm - 5:30 pm (TMB Review)
June 18, 2014, 8:30 am - 5:00 pm (TMB Review)
June 19, 2014, 8:30 am - 5:00 pm (TMB
Review)

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Thomas Carpenter, COR, 202-564-4885
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding meeting space at the **Crown Plaza Hotel in Arlington, VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 22 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:

- Large Flatfold screen
 - Flatfold screen dress kit
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 wired table microphones
 - 1 wireless microphone
 - Microphone controllers
 - 1 Microphone Snake
 - 6 Extension Cords/power strips
 - 4 Powered Speakers
 - 1 Getner Telephone Interface
 - 1 Phone Line
 - 1 LCD projector
 - 1 Printer
 - 1 Laser Pointer
 - 1 Speaker Timer
 - 1 Wireless Presentation Mouse
 - 2 Laptops w/show files
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the Project Officer and/or COR:

1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.

3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting. The contractor shall confirm the meeting space set-up accommodations on June 16, 2014 with the Crown Plaza Hotel.
4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide three personnel to be on-site (1 Project Manager, 1 Meeting Planner and 1 Junior Coordinator) for the entire duration of the 3 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 06/06/2014		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				(x)			
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 25			
CODE (b)(4)		FACILITY CODE		10B. DATED (SEE ITEM 13) 02/07/2014			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				Net Decrease: -\$2,571.29			
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X		D. OTHER (Specify type of modification and authority) Mutual Agreement					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4)							
IGF::OT::IGF:: The purpose of this Modification is to extend the period of performance from the effective date of award to July 31, 2014, and the meeting of Integrated Risk Information System (IRIS) Timethylbenzenes Review Panel Meeting from June 17, 2014 to June 19, 2014							
TOPO: TCARPENTER Max Expire Date: 07/31/2014							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Total Amount for this Modification: -\$2,571.29							
New Total Amount for this Version: \$35,305.18							
New Total Amount for this Award: \$35,305.18							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Naomi Jones			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		06/11/2014	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/25/002

PAGE OF

2

3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: -\$2,571.29 New Total Obligated Amount for this Award: \$35,305.18 Maximum Potential Expiration Date changed to : 07/31/2014 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$37,876.47 to \$35,305.18 Obligated Amount for this modification: -\$2,571.29</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD RRB Amount changed from \$37,876.47 to \$35,305.18</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-11T-ZZZMG5-2584-MS111105-1411T41003-001 Account code changed from 14-15-B-11T-ZZZMG5-2584-1411T41003-001 to 14-15-B-11T-ZZZMG5-2584-MS111105-1411T41003-001 Amount changed from \$37,876.47 to \$35,305.18</p> <p>Delivery: 06/19/2014 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 02/12/2014 to 07/31/2014</p>				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/06/2014		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher (202) 564-2122	
3. ORDER NO. 0026		4. REQUISITION/REFERENCE NO. PR-OA-14-00048			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue, NW	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN				e. STATE VA	f. ZIP CODE 221022203
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 04/30/2014	
a. INSPECTION Destination	b. ACCEPTANCE Destination				
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) IGF::OT::IGF To provide logistic and administrative service in accordance with Task Order 26 TOPO: AYEOW Max Expire Date: 04/30/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$28,051.11
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$28,051.11
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 03/06/2014

ELECTRONIC SIGNATURE

23. NAME (Typed)
Naomi Jones
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 03/06/2014	CONTRACT NO. EP-W-11-051	ORDER NO. 0026
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 14-15-B-11T-ZZZMG5-2584-MS111110-1411T41005-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111110 DCN - Line ID: 1411T41005-001 Period of Performance: 03/06/2013 to 04/30/2014</p> <p>IGF::OT::IGF For the CASAC Nox Meeting for March 12-13, 2014</p> <p>To provide logistic and administrative service in accordance with Task Order 26 for the CASAC Nox Meeting scheduled for March 12-13, 2014.</p> <p>IGF::OT::IGF For the CASAC Nox Meeting for March 12-13, 2014</p> <p>The obligated amount of award: \$28,051.11. The total for this award is shown in box 17(i).</p>				28,051.11	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$28,051.11

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 26**

Title: CASAC NOx Review Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through April 30, 2014

Meeting Location: Durham, NC

Administrative Meeting: March 12, 2014, 8:00 am – 8:30 am

Meeting Dates/Time: March 12, 2014, 9:00 am – 5:30 pm
March 13, 2014, 8:30 am – 5:30 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Aaron Yeow, COR, 202-564-2050
Naomi Jones CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at the **HILTON GARDEN INN DURHAM SOUTHPOINT, NC**. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 100 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 11 Microphones

- Microphone controllers
 - 6 Extension Cords/power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 20 panel members and EPA speakers to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: COR review of all meeting materials

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to be on-site (1 Project Manager and 1 Meeting Planner) for the entire duration of the 2 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until the meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting). In addition, the on-site personnel shall type up the names and affiliations of the public that signs in and deliver both the hard copies and electronic copies of those at the end of the meeting to the COR.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues.

The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 1. Review and submit final meeting facilities invoice.

2. Review and pay the final A/V invoice
3. Develop the progress report for EPA
4. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 14 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/11/2014		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher (202) 564-2122	
3. ORDER NO. 0027		4. REQUISITION/REFERENCE NO. PR-OA-14-00049			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency USEPA Ronald Regan Building (RRB) 1300 Pennsylvania Avenue, NW	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 04/30/2014	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) IGF::OT::IGF To provide logistic and administrative service in accordance with Task Order 27 TOPO: HSTALLWORTH Max Expire Date: 04/30/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$50,332.48
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$50,332.48
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature) 03/11/2014

ELECTRONIC SIGNATURE

23. NAME (Typed)
Naomi Jones
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 03/11/2014	CONTRACT NO. EP-W-11-051	ORDER NO. 0027
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/11/2014 to 04/30/2014</p> <p>IGF::OT::IGF to provide logistic and administrative support in accordance with Task Order 27</p> <p>To provide logistic and administrative service in accordance with Task Order 27 for the CASAC Ozone Meeting scheduled for March 25-27, 2014.</p> <p>Accounting Info: 14-15-B-11T-ZZZMG5-2584-1411T41006-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111112 DCN - Line ID: 1411T41006-001 Funding Flag: Complete Funded: \$50,332.48</p> <p>IGF::OT::IGF to provide logistic and administrative support in accordance with Task Order No.27</p> <p>The obligated amount of award: \$50,332.48. The total for this award is shown in box 17(i).</p>				50,332.48	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$50,332.48

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 27

Title: CASAC Ozone Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of CASAC Ozone Meeting including (a) securing meeting facilities and; (b) providing pre-meeting, post-meeting and onsite logistics and administrative support.

Period of Performance: The date of the award through April 30, 2014

Meeting Location: Chapel Hill, NC

Meeting Dates/Time March 25, 2014, 9:00 am – 5:00 pm
March 26, 2014, 9:00 am – 5:00 pm
March 27, 2014, 9:00 am – 12:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Holly Stallworth, COR, 202-564-2073
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at the **Carolina Inn in Chapel Hill, NC**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 25 advisory members and approximately 100 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 microphones
 - 6 Extension Cords/power strips
 - Microphone controllers

- Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall also provide high definition webcasting equipment and support to consist of two HD video cameras facing diagonally outwards from the projection screen towards the panel, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at <http://www.epa.gov/sab> in advance of the meeting. The contractor should provide the equipment and staff to provide a non-interactive webcast that will be broadcast on the internet that will include the following:
- 2 Video Cameras and Tripods
 - 5Mbps or better upload bandwidth
 - 1 Getner Telephone Interface
 - 1 Powered Speakers
 - 1 RGB DA
 - 1 Video Switcher
 - 1 Desktop Computer with video streaming
 - 1 Streaming Service
 - 1 Audio Technician
 - 2 Camera Technician - Teleconference
 - 1 TD / Project Manager
 - 3 Set up Technician
 - 2 Stationary HD cameras
4. The contractor shall procure wireless internet access for 25 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
5. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The

contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.

2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of the meeting agenda, committee roster; charge questions comments from the Panel members and the public, and any other background materials. A display copy of one complete set of meeting materials shall be provided by the contractor and placed on the registration table for the public. In addition, the contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel (1 Project Manager and 1 Meeting Planner) for the entire duration of the two day meeting to provide on-site administrative support. The on-site personnel (1 Project Manager and 1 Meeting Planner) shall make the necessary arrangements for lodging the night before the meeting (March 24, 2014) as well as March 25-27, 2014 at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting and on-site support during the entire 3 day meeting.
4. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.

6. The onsite personnel shall provide additional printed copies of meeting materials per the request of the COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff conducts themselves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop the progress report for EPA.
4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 16 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/24/2014		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher (202) 564-2122	
3. ORDER NO. 0028		4. REQUISITION/REFERENCE NO. PR-OA-14-00113			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue, NW	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/29/2014	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) IGF::OT::IGF To provide administrative and logistical support for the SAB ROE Public Meeting to be held on July 30-31, 2014. TOPO: AFISHER02 Max Expire Date: 08/29/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$35,887.43
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$35,887.43
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature) 07/28/2014

ELECTRONIC SIGNATURE

23. NAME (Typed)
Naomi Jones
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/24/2014	CONTRACT NO. EP-W-11-051	ORDER NO. 0028
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 07/24/2014 to 08/29/2014</p> <p>IGF::OT::IGF Provide Administrative & Logistical Support for the SAB ROE Public Meeting to be held, July 30-31,2014.</p> <p>To provide administrative and logistics support for the SAB ROE Public Meeting to be held on July 30-31, 2014.</p> <p>Accounting Info: 14-15-B-11T-ZZZMG5-2584-1411T41034-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111114 DCN - Line ID: 1411T41034-001 Funding Flag: Complete Funded: \$35,887.43</p> <p>IGF::OT::IGF Provide Administrative & Logistical Support for the SAB ROE Public Meeting to be held,July 30-31, 2014.</p> <p>The obligated amount of award: \$35,887.43. The total for this award is shown in box 17(i).</p>				35,887.43	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$35,887.43

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 28

Title: Meeting of EPA SAB's Panel on the Report of the Environment 2014

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the EPA's SAB Panel Report on the Environment 2014 including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through August 29, 2014.

Meeting Location: Washington, DC

Administrative Meeting: July 30, 2014, 8:00 – 8:30 am

Public Meeting Time: July 30, 2014, 9:00 am – 6:00 pm
July 31, 2014, 8:30 am – 5:00 pm

EPA Contacts: Alisa Fisher, COR, 202-564-2122
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at the **J.W. Marriott in Washington, DC**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 20 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones
 - Microphone controllers

- 6 Extension Cords/power strips
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations including EPA's web-based Report are projected on the screen. The AV

personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.

3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The contractor shall provide 20 folders containing the meeting materials for the meeting as directed by the COR.
5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/18/2014		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher, (202) 564-2122	
3. ORDER NO. 0029		4. REQUISITION/REFERENCE NO. PR-OA-14-00112			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US ENVIRONMENTAL PROTECTION AGENCY USEPA RONALD REAGAN BUILDNG 1300 PENNSYLVANIA AVENUE, NW	
				c. CITY WASHINGTON	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/29/2014	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) IGF::OT::IGF To provide administrative and logistics support for the SAB and BOSC Public Meeting to be held on July 24-25, 2014. This meeting has been Continued ...					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
	21. MAIL INVOICE TO:					\$62,173.20
	a. NAME RTP Finance Center					
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive					\$62,173.20
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		

17(h)
TOTAL
(Cont.
pages)

17(i)
GRAND
TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 07/18/2014

ELECTRONIC SIGNATURE

23. NAME (Typed)
Naomi Jones
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/18/2014	CONTRACT NO. EP-W-11-051	ORDER NO. 0029
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>pre-approved by the Deputy Chief of Staff. TOPO: AFISHE02 Max Expire Date: 08/29/2014 Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 14-15-B-11T-ZZZMG5-2584-MM111102-1411T41033- 001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MM111102 DCN - Line ID: 1411T41033-001 Period of Performance: 07/18/2014 to 08/29/2014</p> <p>The obligated amount of award: \$62,173.20. The total for this award is shown in box 17(i).</p>				62,173.20	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$62,173.20

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 29

Title: Chartered Science Advisory Board (SAB) and Board of Scientific Counselors (BOSC) Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the chartered SAB including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through August 29, 2014

Meeting Location: Washington, DC

Administrative Meeting: July 24, 2014, 8:00 am – 9:45 am

Public Meeting Dates/Time July 24, 2014, 10:00 am – 6:00 pm
July 25, 2014, 8:30 am – 2:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Angela Nugent, COR, 202-564-2218
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. The EPA is holding space at **The Washington Marriott Georgetown in Washington, DC**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room with a head table for four people (the SAB and BOSC Chairs and DFOs) a speaker's table and 9 round tables to provide seats for SAB and BOSC participants and DFOs. There also shall be seats for EPA personnel and members of the public (approximately 60).
 - b. The conference room shall be split up into two breakout groups for the afternoon of July 24th.
 - c. Three additional conference rooms to accommodate breakout groups on the afternoon of July 24th. These rooms shall be set up in boardroom style.
 - d. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flat fold screen

- Flat fold screen dress kit
 - Powered speakers
 - Laser pointer
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher Screen Pro
 - EQ/Processor
 - 20 microphones (and or enough to distribute 2 mics per round table for breakout groups)
 - 1 wireless microphone
 - Microphone controllers
 - 10 Extension Cords/power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops to include show files
 - 32 channel studio mixer & speakers or use in-house speaker system
 - (5) 4 channel mixer
 - 5 Inn keeper hybrid interfaces
 - 5 PZM table microphones
3. The contractor shall procure wireless internet access for 50 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.
 5. The contractor shall ensure that the meeting space is available for set up no later than 4:00 p.m. on July 23, 2014.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange a meeting with the COR and hotel representatives on the afternoon of July 23, 2014, so that the conference room will be completely set

up according to the COR's specifications. The contractor shall include AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and be responsible for making sure that all presentations are projected on the screen. The AV personnel are required to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. One person shall be in attendance in the meeting room to assist the COR with logistics during the meeting. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting. The contractor shall provide this file at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. One member of the onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice
3. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
001		07/31/2014		PR-OA-14-00130			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD							
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
ENDYNA INC							
1345 LANCIA DRIVE				9B. DATED (SEE ITEM 11)			
MCLEAN VA 221022203							
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-11-051			
				0029			
				10B. DATED (SEE ITEM 13)			
CODE (b)(4)				07/18/2014			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$1,576.81	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Mutual Agreement by Both parties						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4)							
IGF::OT::IGF, The purpose of this Amendment No. 1, is to increase Task Order 29 by \$1,576.81 to cover the cost to add three (3) additional AV Technicians to dismantle the AV equipment and meeting space and reset it for the SAB/BOSC meeting held 07/24-25,2014.							
TOPO: AFISHE02 Max Expire Date: 08/29/2014							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Total Amount for this Modification: \$1,576.81							
New Total Amount for this Version: \$1,576.81							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Naomi Jones			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		09/25/2014	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0029/001

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	New Total Amount for this Award: \$63,750.01 Obligated Amount for this Modification: \$1,576.81 New Total Obligated Amount for this Award: \$63,750.01 The reason for the increase was to add three (3) additonal AV Techs to dismantle equipment and reset up meeting space and reset up audio visual equipment for SAB/BOSC Meeting which was held, 07/24-25, 2014 Delivery: 07/24/2014 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 07/18/2014 to 08/29/2014				
0002	This is an increase to task order 29 to cover the cost of 3 additional AV technicians to set up and dismantle the meeting space for the SAB/BOSC meeting to be held on July 24-25, 2014 due to the lack of adequate time to setup/breakdown the night before. Accounting Info: 14-15-B-11T-ZZZMG5-2584-1411T41035-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MM111102 DCN - Line ID: 1411T41035-001 Funding Flag: Complete Funded: \$1,576.81				1,576.81

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE 10/28/2014		4. REQUISITION/PURCHASE REQ. NO. PR-OA-15-00010	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 30	
				10B. DATED (SEE ITEM 13) 10/28/2014	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	Mutual Agreement by Both Parties

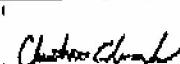
E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
IGF:OT::IGF, To provide admin support in accordance with Task Order 30 for SAB Staff Office IT Support - SAB Public Meeting Process.
TOPO: AFISHER Max Expire Date: 07/30/2015
Delivery: 10/29/2014
Delivery Location Code: HPOD

HPOD
US Environmental Protection Agency
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Christine Edwards	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	11 	16C. DATE SIGNED 10/28/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/30

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OF

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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 10/29/2014 to 05/15/2015</p> <p>In accordance with task order 30, to provide admin support for SAB Staff Office IT Support - SAB Public Meeting Process.</p> <p>Accounting Info: 14-15-B-11T-ZZZMG5-2505-1511T41042-001 BFY: 14 BFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1511T41042-001 Funding Flag: Complete Funded: \$160,453.51</p> <p>The obligated amount of award: \$160,453.51. The total for this award is \$160,453.51.</p>				160,453.51

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 30

Title: SAB Staff Office IT Support for our Public Meeting Process

Purpose: Under this Task Order, the Contractor shall provide an evaluation of our current Lotus Notes Database management information and web support system in light of the SAB Staff Office current needs in order to develop a detailed cost estimate and action plan for modernizing tools supporting the SAB Staff Office public meeting process and related processes. This scoping exercise will put in place a framework to improve our electronic tools needed to support our public meetings, public involvement in our processes, and to increase the transparency of our work to the public.

Period of Performance: October 14, 2014 through April 30, 2015

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Aaron Yeow, COR, 202-564-2050
Naomi Jones, CO, 202-564-4512

Task 1: Provide Database Map/Framework

1. The contractor shall develop a complete “database map/framework” for a potential replacement database system. This requires a map for how to transition from Lotus Notes (its current format) to Share Point (or another web based system) in order to develop a detailed cost estimate and action plan for modernizing our tools for the SAB Staff Office public meetings. This shall include: (a) a documentation of the database mapping inputs and outputs and functions of the current database; (b) analysis of our current needs; and, (c) options for future database implementation analysis of those options and recommendations. This will ensure that the map will include a detailed report of how the new system will replicate the functionality of the current system (office workflow, data input, reports, public website integration).

Deliverable Date: 4/31/15

Performance Requirement: The contractor shall provide a complete database map/framework to support SAB meetings.

Performance Indicator: Timeliness and complete final report.

Performance Standard: The report shall include a complete database map/framework of a potential future database

Quality Assurance: COR review and acceptance.

Task 2: Complete Cost Estimate and Action Plan for Modernizing our Database Systems

1. The contractor shall develop a detailed cost estimate and action plan for modernizing our tools.

Deliverable Date: 4/31/15

Performance Requirement: Contractor develops and delivers a report that includes an action plan and associated cost estimate for upgrading our Lotus Notes databases into Share Point (or some other web-based design system) for SAB Meeting support.

Performance Indicator: Timeliness and complete report.

Performance Standard: The report shall include a complete action plan and cost estimate based on the contractor's research.

Quality Assurance: COR review and acceptance.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT II E

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

001

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency

Ariel Rios Building

1200 Pennsylvania Avenue, N. W.

Mail Code: 3803R

Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

ENDYNA INC

1345 LANCIA DRIVE

MCLEAN VA 221022203

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
EP-W-11-051

30

10B. DATED (SEE ITEM 13)

10/28/2014

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

IGF::OT::IGF, To provide admin support in accordance with
Task Order 30 for SAB Staff Office IT Support - SAB Public
Public Meeting Process.

TOCOR: AFISHER Max Expire Date: 07/30/2015

The purpose of this no-cost modification is to extend the end date of the period of
performance to 30 June 2015.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Sharon Whitehair

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

ELECTRONIC
SIGNATURE

16C. DATE SIGNED

04/23/2015

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-051/30/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 10/29/2014 to 06/30/2015				